

C O N F I D E N T I A L

PROCUREMENT DIVISION WEEKLY REPORT FOR
PERIOD ENDING 15 February 1984

1. Progress Report of Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest That Have Occurred During the Preceding Week:

25X1 a. Moving and Storage: On 7 February 1984, it was learned that
25X1 [redacted] was going out of business. The
25X1 Agency has over 33,000 lbs. (20 families) of property at this
25X1 facility. Arrangements were made with [redacted] to
25X1 visually inspect all Agency property stored at Charter and transport
25X1 it to their facility. [redacted] began this process on 9 February and
25X1 hopes to finish up by 15 February. So far, all furniture has been
25X1 accounted for and is in satisfactory condition. [redacted]
[redacted]

25X1 b. Office of Data Processing (ODP) Request for Proposal (RFP)
84-B-236: This RFP for System Development/Enhancement is due in on
1 March 1984. Of the seventeen bidders solicited, four No Bid
letters have been received (CTEC, Grumman, American Management
Systems and Sigma Data a MACOM Company). In addition, there have
been no formal written questions received to date. Letters of
intent to bid have been received from seven vendors. It is believed
25X1 that the remaining six vendors intend to bid and letters of intent
are in the mail. [redacted]

3. Significant Events Anticipated During the Coming Week:

25X1 None

25X1 [redacted]
[redacted]
C O N F I D E N T I A L

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INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 15 FEBRUARY 1984


1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

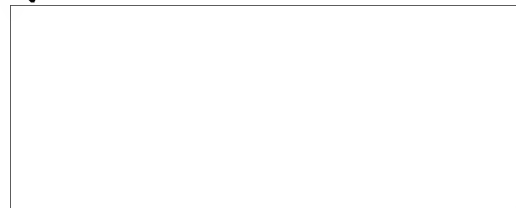
a. Regulations

The following regulations were written, reviewed, commented upon, concurred in, or published during the past week:

, Claims for Lost, Damaged, or Destroyed Personal Property - These revisions, submitted last fall, have been published.

b. Wang

Wang hardware is being installed on 15 February for both the OL system and the LIMS system. Our Wang Customer Support Analyst has been scheduled to load the software on 21 February and will assist in creating data bases during the remainder of the week. The system should be in operation by 24 February.



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Technical Group/DAS/IMSS/OL
WEEKLY STATUS REPORT
Week of 6 to 10 February 1984

I. Major Activities During the Past Week:

A. Support to OL:

ICS (Inventory Control System). A new field for Procurement Delivery Date (PD-DTE) has been added to I001-P Menu, Suspense and Activity Files, as per Problem Report 55. The date will appear in the Suspense Record and be moved to the Activity Record when an Issue Verification is done. (U)

Seven data fields have been added to the UPDATES Menu, as per Problem Reports 66 and 115JK. Six of the data elements (spin, piin, direct delivery, order date, buyer, and p&ps date) were already in ICS but needed to be added to the UPDATES Menu. The element "vendor" was a new field which has been added to the system in addition to the menu. (U)

Modifications to correctly pass the date CONIF extracts data to ICS during the Independent Phase were tested on the 9th. Testing proved successful and a Dac-Pir was submitted to move the modifications to Production. (U)

STAT [] received a verbal request from the ICS data base
STAT manager to add a new allocation code of "00" to ICS for use by the
Office of Communications. [] modified existing codes to accept
the "00" and moved to Production. (U)

STAT [] met with [] on the 6th to discuss OF's request
STAT for a daily extract of Encumbrances and Issues to GAS. []
STAT [] identified several key programs and procedures which will
require further investigation as to any required modifications.
The need to alter or write additional JCL was also brought out.
STAT [] left the meeting with several items to research
before any firm course of action is decided upon. (U)

STAT The modifications [] requested on the TOTALS procedure are
STAT in test status and should be completed next week. [] (U)

CONIF (Contract Information System). The CN/ADD procedure was modified to correct a "value too large for the hold file" error. A hold statement that was being built would sometimes have so much data loaded into it that GIMS could not process the statement and the procedure would abend. The modified procedure has been tested and approved by the data base manager and loaded onto CONIF3.

The CONIFPUTICS procedure was modified so that data input on the weekends can be more easily extracted for ICS. A new attribute,

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LD/EXFLAG, was added to the LINE/DETAIL dictionary for this purpose. The extract for ICS was also changed to include this new attribute. This will give ICS the date each record was extracted from CONIF. The modified procedure with the new extract will be executed on CONIF3 beginning 10 February.

The NEW/RQ/ADD procedure was modified in several places to check for a REQUEST length of other than 12 before putting out a multiple ORN error. The procedure is now being tested by the customer on the CONTST2 development data base.

A code for a new procurement unit was added to the VALID procedure. This procedure is called from sixteen other CONIF procedures that deal with input and modification of contract, amendment, delivery order, and work order data. It validates that the procurement code input in the contract number matches the signon organization and that the procurement unit is correct for the action being taken.

The CONIF monthly reports were batched by the customer for the first time on 10 February. In the past, the reports had been run by the DAC, using JCL from a share pack, each report having its own JCL. Problems began occurring several months ago, when the customer stopped receiving certain reports. By last month, only one of the reports was still being received. There appeared to be major problems with the JCL on the share pack. All the reports (Xerox and paper) are now being run from one JCL file on the customers minidisk. This should prove to be a much more efficient system, especially when changes need to be made to the JCL. Changes were also made to several RAMIS reports which were no longer running due to a new version release in December. New instructions on running the reports were written for the customer.

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[redacted] worked on this problem report.
[redacted] (U)

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Resolved some of the problems with the CONIF reports. The reports now print on both sides when sent to the 9700. The RAMIS report numbers 13 and 18 can now be printed. [redacted] (U)

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P&PD (Printing & Photography Division Tasks). Work was completed on a request to develop reporting procedures to supplement the present bi-weekly Systems Staff Project Report. RAMEXCS to produce 10 additional reports were written. These RAMEXCS may be executed by EXEC from the CMS environment or from within RAMIS. The documentation for these procedures is anticipated to be completed the week of 13 February. [redacted] (U)

MISCELLANEOUS. A meeting was held with Chief Mail and Courier Branch to discuss the possibility of automating their tracking of courier receipts. Unfortunately, no real solution could be seen to their problems. At least two full-time data transcribers would be required to input the almost 1500 records per day. Keeping a six month inventory of records, the computer would have to store

PAGE 3

would have to store and be able to search through 250,000 records. Because they receive only 2-3 requests per day for a query, it was not deemed prudent to store so much data to satisfy so few requests. The only constructive advice offered was to find a more up to date card sorter to replace the one presently used. (U)

The software being created for the IBM PC has been reviewed and tested by the customer and found to be acceptable. Two systems, Accountable Property System (APS) and Inventory System (IS), were developed. After further documentation and final testing, the system should be delivered to its sight by mid March.
(U)

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II. General Items:

None to report.

III. Problems:

None to report.

IV. Upcoming Events:

None to report.

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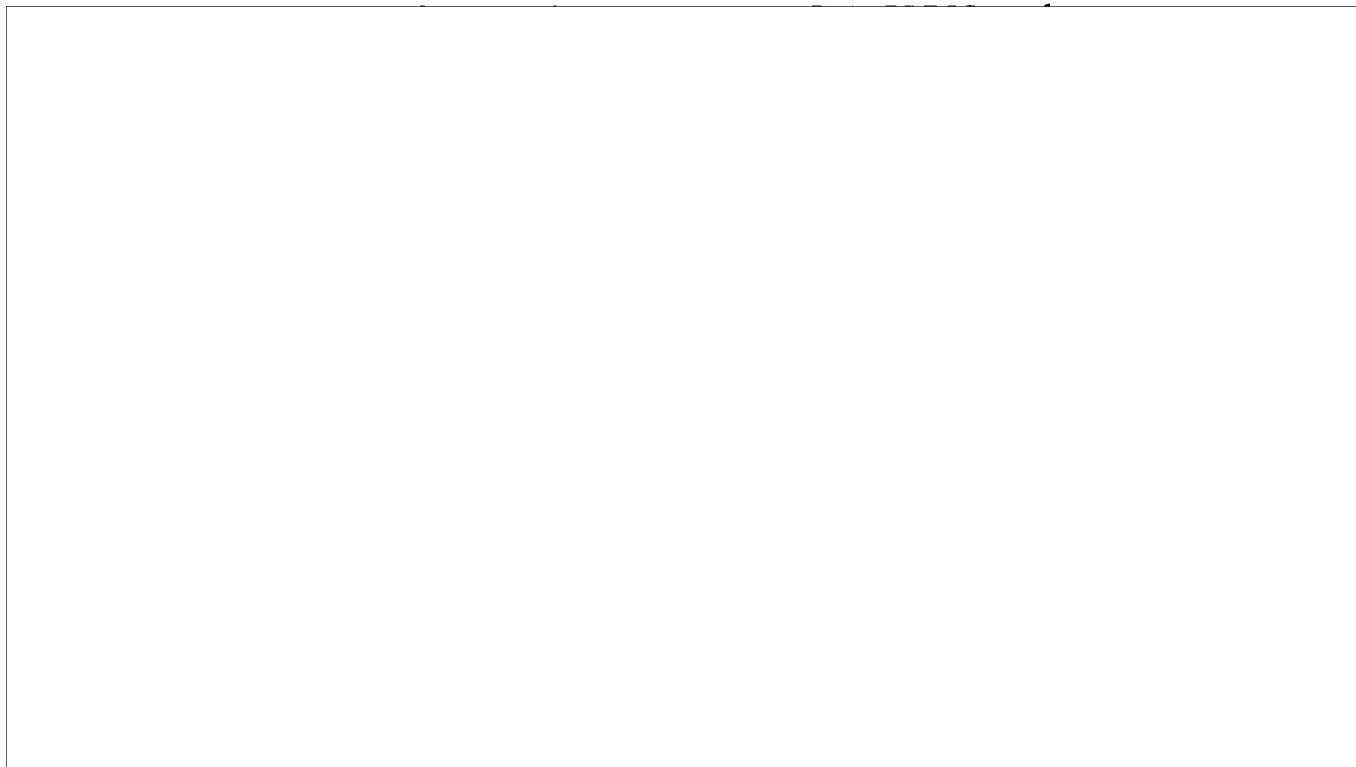
SUPPLY DIVISION WEEKLY REPORT
PERIOD ENDING 14 FEBRUARY 1984

I. Progress Report on Tasks Assigned by the DCI/DDCI:

Negative.

II. Items or Events of Major Interest that have Occurred
During the Preceding Week:

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25X1

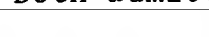
25X1

c. Meeting with Overseas Security Branch, OS:

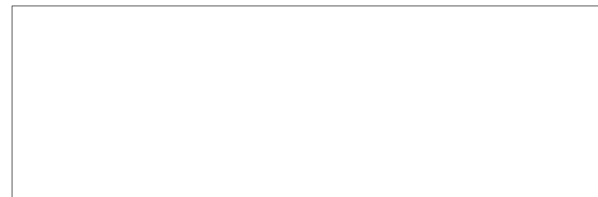
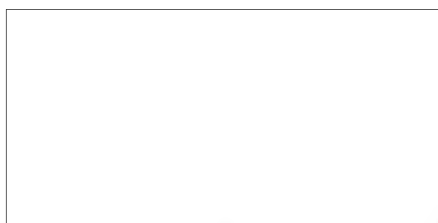


 met with  of the Overseas Security Branch (OSSB)/OS concerning the stocking of additional items in Allocation 91. They have been tasked with providing security type items to overseas stations and bases and have no idea how to go about setting these items up in stock or procuring them. Both admitted to being an absolute novice concerning Logistics.

25X1

 explained how Supply Management Branch (SMB) could be of help, how Logistics responds to customer requests, and offered assistance. Overall, the meeting was extremely beneficial to both

25X1



SUBJECT: Supply Division Weekly Report, Period Ending
14 February 1984

parties and rapport has been established that will be of future
benefit to both the Office of Security and Logistics. [redacted]

25X1
25X1

d. Meeting With U.S. Army Health Clinic Personnel: On
10 February 1984, [redacted] of the
SMB met with our focal point officers within the U.S. Army Health
Clinic at the Pentagon, Sargents Graham and Harness. We normally
obtain our yellow fever vaccine from the clinic and up to this
point no one within the Agency had ever met these officers. The
purpose of the meeting was to discuss future requirements and to
get acquainted. They were very pleased that we took time to meet
with them, and it is felt that our good working relationship will
be maintained and enhanced by our visit. [redacted]

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e. System Responsiveness: During the past week, system avail-
ability and terminal response time has been unsatisfactory. Some
terminals have been unavailable for over 35 percent of the work
period, thus creating backlogs and bottlenecks in requisition
processing and stock replenishment actions. [redacted]

25X1
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III. Significant Events Anticipated During the Coming Week:

None.

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SECRET

SUBJECT: CD Weekly Report - 13 February 1984

f. Support to the Office of Communications (OC):

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25X1 2. Also, in support of OC, a ten ton walk-in chiller will
25X1 be export packed by a commercial vendor under a Depot packing
contract. Vendor packing will be completed within five days and
will save the Depot approximately 100 production hours.

g. Depot Improvements

25X1 1. Repaving Project: A meeting was held with GSA and the
25X1 contractor on 7 February 1984 to review project status, change
orders, and payment schedules. The contractor estimates that
all work should be completed o/a 15 June 1984.

25X1 2. OC Repair and Return Facility: This facility is now
25X1 about 95% complete. Turnover date is 15 February 1984. Only
items still pending are the electric lift that will service the
upper deck and the air conditioning evaporator.

25X1 3. On 13 February the Joseph A. Sedlak Management
Consultant Firm began a review of the Depot's operation
and physical plant, in order to assist us in our master building
and renovation program. Specifically, the study is to assess
the physical plant and the facilities to meet mission goals.
The conclusion of the study will include conceptual design of
potential directions i.e., a reconfigured Depot or additional
structures on the present location and an orderly phased plan to
accomplish the above.

25X1

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CONFIDENTIAL**15 FEB 1984**

REAL ESTATE AND CONSTRUCTION DIVISION WEEKLY REPORT
FOR PERIOD ENDING 15 FEBRUARY 1984

1. Progress Report Tasks Assigned by the DCI/DDCI:

None

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

Ames, Key, and Chamber of Commerce Buildings Parking Control - RECD has received input from the Chief of Domestic Security regarding the physical control of vehicular traffic into the parking areas of the Ames, Key and Chamber of Commerce Buildings.

A General Services Administration Realty Specialist is currently trying to establish a meeting with the buildings owners/leasing agents of these respective buildings.

GSA has been informed, by the lessor's agent, of the Key Building, that a proposal to renew the parking for the Tom Sarris Orleans House was forwarded to the owner for a price. Since that time, the building lessor's agent has sent a letter informing Mr. Sarris that the parking at Key Building will not be available for their use.

GSA is aware that the Agency would like to meet with the building owners/lessors immediately.

As of 11:30 a.m. on 15 February 1984, GSA had not heard from either lessor of the buildings, and another call will be made during the afternoon to try to set up this joint meeting.

3. Significant Events Anticipated During the Coming Week:

None

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**ADMINISTRATIVE - INTERNAL USE ONLY****PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD ENDING
09 February 1984 - 15 February 1984****I. Items or Events of Major Interest that Have Occurred
During the Preceding Week**

A. Digital Prepress: Prepress personnel involved in implementing new software for the Electronic Text Editing and Composition System (ETECs) worked on Sunday, 12 February to develop new procedures for data base maintenance and production job flow. New expanded file headers are being tested to see how they can be used with the more powerful Release 4 software. The new headers contain more information and should streamline composition, document processing, and file maintenance as well as production reporting.

B. ADP Activities:

1. The Supply Module of the new P&PD Management Information System (MIS) is currently in an operational status and is functioning well. As of 13 February, all Supply data is being entered into the new system. Development of the Job Tracking Module is continuing with the Job Log-in, Branch/Section Log-in, and Work Specifications portions completed. The Job Scheduling and Production Posting functions are in process and should be completed within two weeks.

2. A Form 2420 has been submitted to Procurement Division for installation of a raised floor in Room G-16 P&PD, which is the new Communications Equipment Room. Once the raised floor is in place, communications equipment will be installed and terminal installation in the P&PD Building will begin. We hope to have all equipment in place by mid-March.

C. Quality Circles Activities: The second Quality Circle (QC) Assessment Survey was administered to a total of 208 P&PD employees on all three shifts on Thursday, 9 February. The results of the survey will not be known for at least 2-3 weeks and will be in the form of a computer printout showing the range of answers to each question and the comments submitted by

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employees. The second survey will be compared with the first (Nov 1982) to determine if there has been any discernible change in employee attitudes.

D. Customer Support:

1. [redacted] from the Office of Technical Services (OTS) have been named along with [redacted] from P&PD to a joint committee that will conduct a staff study of P&PD and OTS graphic and printing production support functions and determine what, if any, duplication of effort exists, with a view towards rationalizing respective activities prior to the OTS move to the new Headquarters Building in 1987. The first meeting of the study group is set for Tuesday, 21 February 1984 at 1330 hours.

2. A meeting among P&PD, OD&E, and OIS representatives was held to discuss microfilming of the OD&E cable files. This project contains approximately 35 cubic feet of material with an annual growth rate of 15 cubic feet. This project has been approved by OIS as a valid requirement, however, with the current backlog of source document microfilming jobs in P&PD it will be months before the Division can provide support.

3. The P&PD Design and Presentation Center is working on a priority request for 16 graphics for the DDCI. These graphics, designed from information submitted by OS/ISSG, will be made into viewgraphs and handouts to be presented to the DCI and Secretary of Defense.

II. Significant Events Anticipated During the Coming Week

None



DC/P&PD/OL

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